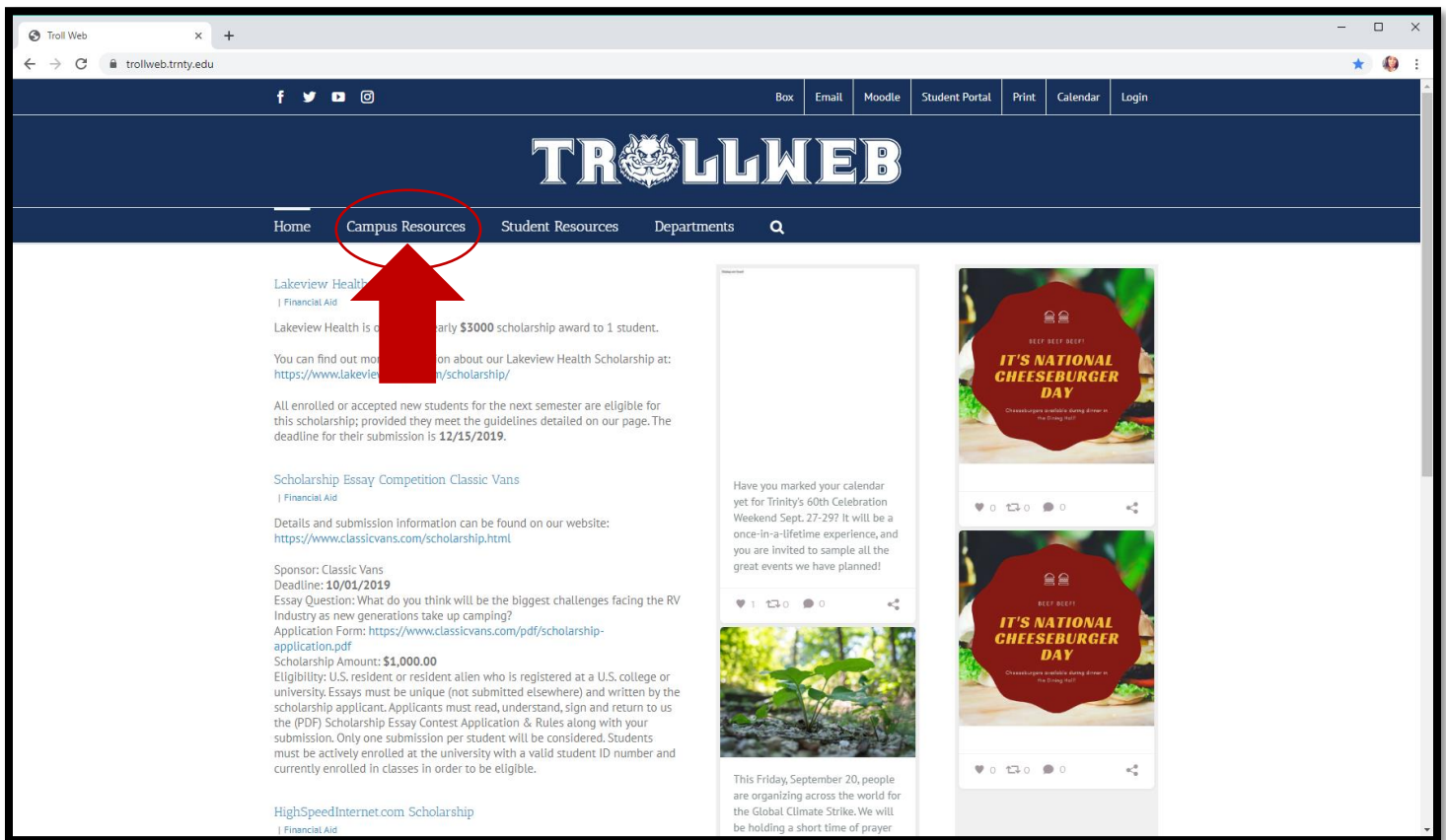


How to create an EMS event request:

Step 1: Log onto trollweb.trnty.edu

Step 2: Under *Campus Resources* click *Event Scheduling*.

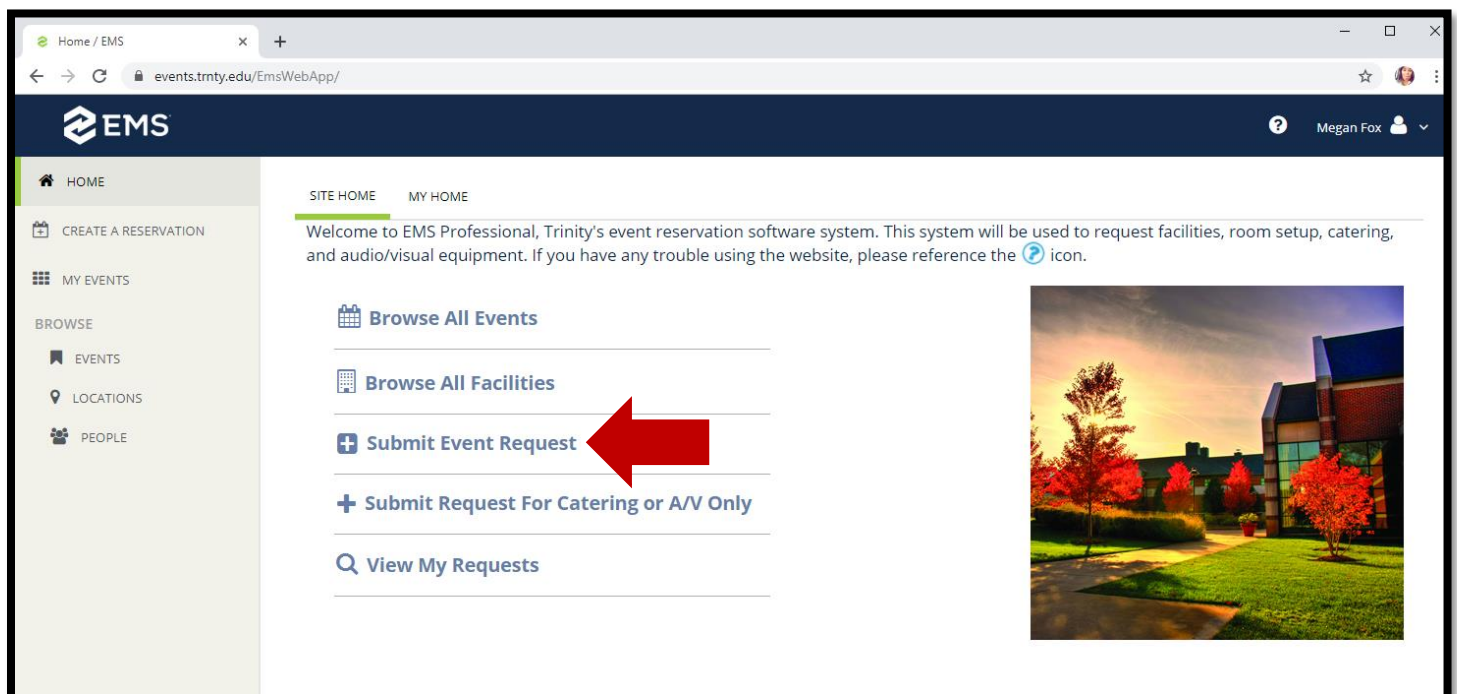


Step 3: Sign in with your Trinity Username and Password.

- This then brings you to the EMS website.

Step 4: Select the **Submit Event Request** button.

- If you already have an event scheduled, you can click the **View my Requests** button.



Step 5: Put in your Date, Start time, End time, and what room you plan to request.

- If your time falls on a grey block, that means your time and room is **NOT AVAILABLE**

Room Request / EMS

events.trnty.edu/EmsWebApp/RoomRequest.aspx?data=ity3Dem%2byoxGFZTQvNr97%2f1xAeUr7Uub

EMS Room Request

Event Request Form

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Sat Sep 21, 2019

Next Step

Date & Time

Date: Sat 09/21/2019 Recurrence

Start Time: 8:00 AM End Time: 9:00 AM

Create booking in this time zone: Central Time

Locations: (all) Add/Remove Search

Let Me Search For A Room

Room Types: (all) Add/Remove

Number of People: 1 Search

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST SCHEDULE

Favorite Roo... Find A Room Search

Rooms You Can Request

Room	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6
1871 Chicago (CT)													
+ 1871 Trinity Confe...	16												
Administration Building...	Cap												
+ Molenhouse Loun...	40												
+ Vermeer Fireside ...	50												
Alumni Hall (CT)	Cap												
+ AH105 - Alumni H...	70												
+ Alumni Hall Lobby	75												
Art and Communication...	Cap												
+ ArCC102 - DeWitt ...	78												
+ ArCC103 - Seervel...	100												

Step 6: When you know the room you would like to reserve, click the **Green + button** to add that room to your reservation. The next screen will prompt you to add the **number of attendees**

Recurrence

Repeats: Daily Remove Recurrence

Every: 1 day(s)

Weekdays Only

Start Date: Sat 09/21/2019

End Date: Sat 09/21/2019 (1 occurrence)

End after: 1 occurrence(s)

Start Time: 8:00 AM End Time: 9:00 AM

Create booking in this time zone: Central Time

Apply Recurrence Close

Event Recurrence: This is for weekly or monthly meetings.

**** Have a meeting that reoccurs every week or month? Use the Event Recurrence button next to where you select the date of your event.**

Step 1: When does this event repeat? : Daily, Weekly, Monthly, or Yearly.

Step 2: Start date & end date.

Step 3: Start time and end time.

Want to add another date to your reservation?: Click on *View My Requests*, then click *New Booking*

My Events / TEST beginning Nov 18, 2019 (21093)

RESERVATION DETAILS

Edit Reservation Details

Event Name

TEST

Event Type

Meeting

Group

Conferences & Events

1st Contact Name

Brooke Simkins

Reservation Tasks

Add Services

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

Bookings

CURRENT

PAST

Cancel Bookings

Booking Tools

Mon Nov 18, 2019

8:00 AM

9:00 AM

CT

Administration Building - Vermeer Fireside Room

Web Request

☐ Include cancelled bookings

New Booking

Step 7: This is the page where you will input your **AV Services, Catering, Physical Plant- Furniture, Set-up info (Room Arrangement), and the Account Number** in which department you will be billing this event to.

The left screenshot shows the 'Services For Your Reservation' section. It has three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '2 Services' tab is active. Under 'Audio Visual - Equipment', there is a list of items: AV Packages - Please select this one first, Audio Equipment, HD Flatscreen TV's, Lights, Microphones, Projection Equipment, Video Cameras, and Video Equipment. To the right is a 'Services Summary' section. Below that is a 'Catering' section with a table for 'Start Time [CT]', 'End Time [CT]', 'Service Type', and 'Estimated Count'. The 'Service Type' is set to 'Delivery Service' and the 'Estimated Count' is 10. Below the table is a list of catering items: Beverages, Breakfast, Desserts, and Equipment. The right screenshot shows the 'Physical Plant - Furniture' section with a list of items: Chairs, Easels, Podiums, and Tables. Below that is a 'Set-Up Info (Room Arrangement)' section with a text area for description. At the bottom is a 'Billing Information' section with a field for 'Account Number *'.

**** If you have a certain way you would like your event to be set up, please be sure to add the type and quantity of furniture you would like under *Physical Plant – Furniture*. In addition to adding this, please also add a *Set-Up Info (Room Arrangement)* description to your reservation. This helps your event go as you planned, and helps our physical plant set up your room with ease.**

**** Unsure of what exactly you want for catering? Select “*Please contact me with catering options*” and our Catering and Service Manager will contact you with options you can choose from.**

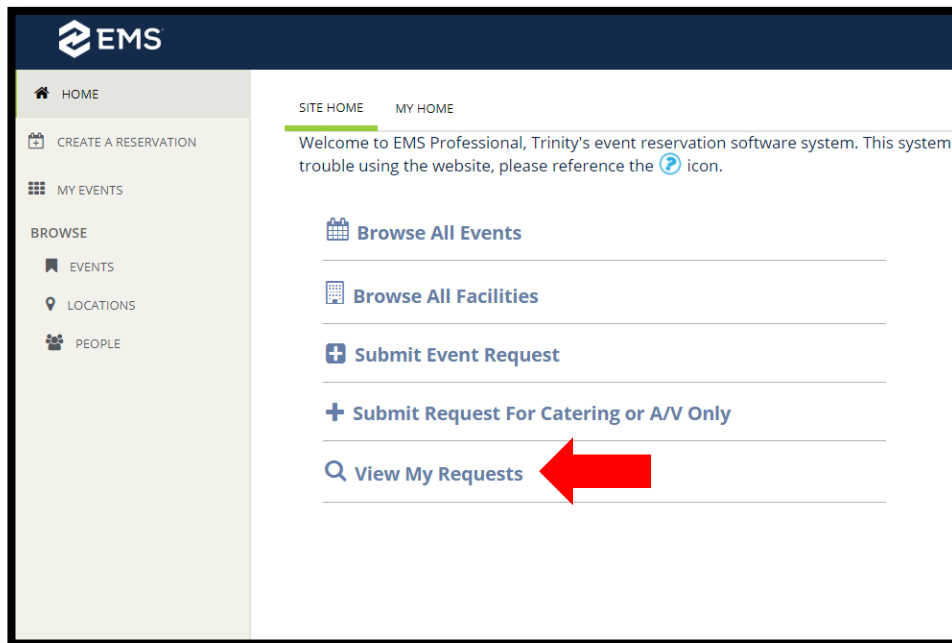
**** Have a question about AV? Contact our media production staff at (708)-239-4889**

The screenshot shows the 'Reservation Details' section of the EMS Room Request form. It has three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '3 Reservation Details' tab is active. Under 'Event Details', there are fields for 'Event Name *' and 'Event Type *'. Below that is a 'Group Details' section with a field for 'Group *' and a '1st Contact' field. At the bottom is an 'Additional Information' section with a note: 'If this is a student event, please list your faculty/staff sponsor here and enter their contact information in the "2nd Contact" field above'. There is a text area for this information.

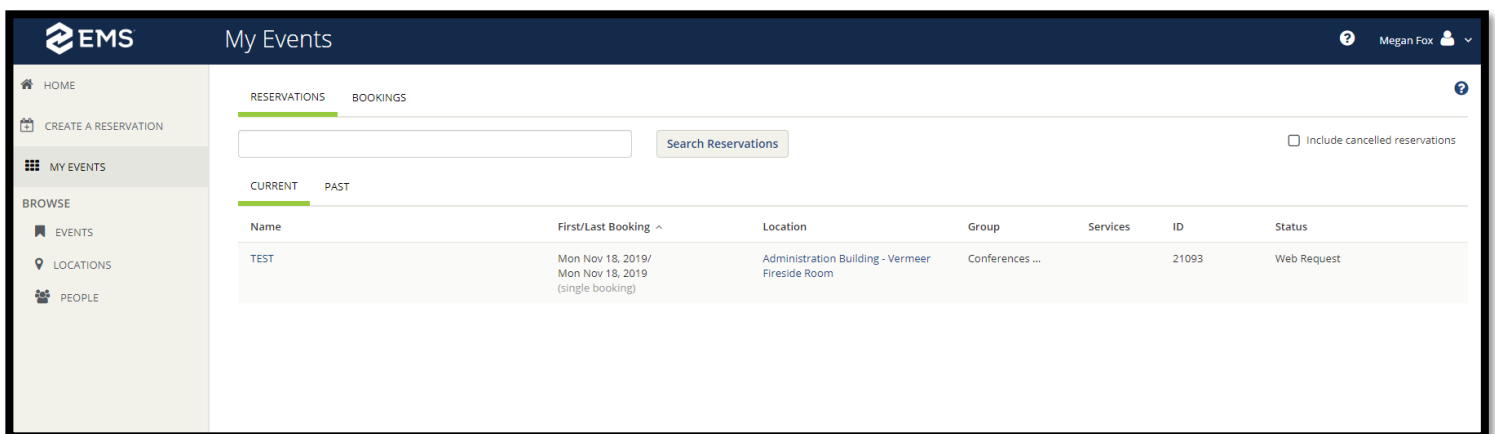
Step 8: Fill in the details for your reservation

- Event Name
- Event Type
- Group who is hosting the event
- Contact for this event.

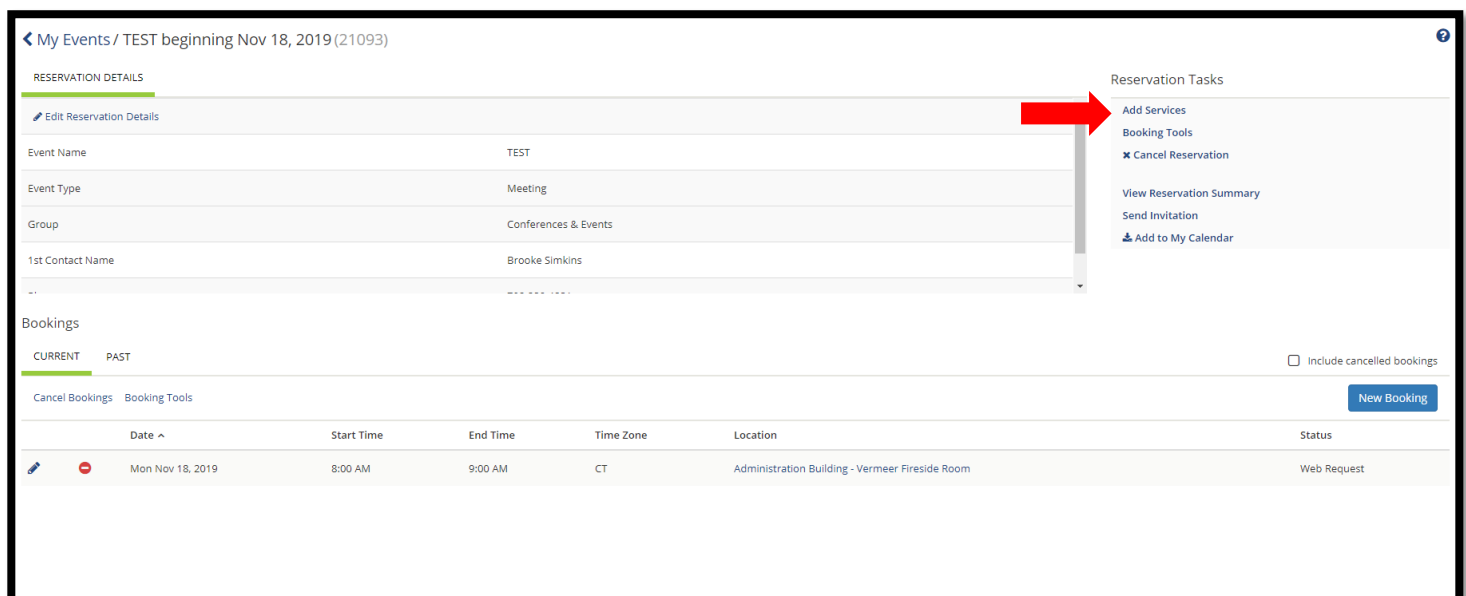
Need to add services?: Log back into EMS through TrollWeb and click on *View My Requests*.



Click on the event you are trying to edit.



Click on *Add Services* and edit or add the services you need.



CONGRATS! You made an EMS Reservation Request!



For any further information please contact
Kate deKoning at 708.293.4527

MORE USEFUL INFORMATION BELOW

Room Capacities

Administration Building	
Molenhouse Conference Room	12
Molenhouse Lounge	40
Vemeer Fireside Room	50
ArCC	
DeWitt Lobby	78
2 nd Floor Lobby	50
Green Room	15
Black Box	150
Library	
Dutch Heritage Center	10
Lobby	25
Ozinga Chapel	
Auditorium	1100
Choral Room	60
Recital Hall	150
Grand Lobby	250